SAINT MARY-OF-THE-WOODS COLLEGE
EDUCATION DEPARTMENT
CRIMINAL HISTORY/BACKGROUND CHECK **AA30**

ED 100 Campus Only

Initial Background Check: Package **AA30**
Package Cost: Included in course ED100
Package AA30 Includes: Nationwide Sexual Offender Index, Social Security Alert, Residency History, Fingerprint

CERTIFIED BACKGROUND CHECK

1. Go to the website: www.certifiedbackground.com
2. Enter the package code **AA30** in the place order box
3. Check the box that you have read, understand, and agree to terms and conditions & continue order
4. Enter your Personal Identification Number
   *(first initial of your last name followed by the last four digits of your student college ID)
5. Enter your required personal information. In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address
6. Set up your Certified Background Profile Account. (Your username and password will be used to log back in to view your results).
   a. Your email address will be your user name.
   b. Create and confirm your password (must be at least 6 characters long)
   c. Select your security image
7. List any previous addresses
8. Select your name for each of the security checks
   a. Nationwide Sexual Offender Index
   b. Social Security Alert
   c. Residency History
   d. Fingerprint
9. Order Review – confirm your information
10. Notes & Special Instructions (use this section if you need an international check)
11. Click Submit
12. Confirmation
    a. Print this page
    b. Email confirmation will be sent
    c. There will be a confirmation in your profile account

FINGERPRINT

13. Go to www.ibtfingerprint.com to register and schedule your fingerprint scan appointment. Select the state of Indiana.
14. Select the Online Scheduling link.
15. Select follow this link to continue in English or Spanish

16. Enter the following:
    a. Enter your first & last name
    b. Agency Name: select All Others
    c. Application Category: select NCPA Volunteer Background Check
    d. NCPA Agency: Choose appropriate agency by selecting your school
        i. Saint Mary-of-the-Woods College (INAP00372)
    e. Enter the zip code for the location where you want to be finger printed by **OR**
    f. clicking on the map to view locations in a specific area
17. Schedule your appointment
18. Payment Method-Select Billing Account: INCB00100
    a. The billing account number will invoice CertifiedBackground.com
19. You must bring the confirmation form and a valid driver's license to your appointment.
    a. You DO NOT pay the Fingerprint Facility when you are scanned

CERTIFIED BACKGROUND CHECK

20. Return to the website: www.certifiedbackground.com
21. Enter the date that you completed the fingerprint process

VIEW RESULTS

Your results will be posted directly to your Certified Profile Account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3 – 5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. You will be able to view your results from your Certified Profile account while it is in process. Your school's administrator can also securely view your results online with their unique username and password. Once results are received, the administrator will need to mark your fingerprinting check as eligible as the final step of the background check process.

If you have any additional questions, please contact Student Support at 1.888.914.7279 or email studentservices@certifiedprofile.com OR your school administrator at 1.812.535.5159 or email jsee@smwc.edu.